

CAREER SKILLS WORKSHOPS

Session 1	9:05 – 9:40
Session 2	9:45 – 10:20
Session 3	10:25 – 11:00

Workshops:

Job Applications / Resumes

Room 1

This session will cover how to write a resume, what information to include on a resume and how to fill out job applications.

Scholarships

Career Lab

Learn how to find scholarships, how to prepare for scholarships and how to fill out a scholarship application.

Exploring Careers

Writing Lab

Explore your interests and match them with career and job opportunities.

Teambuilding Skills

Room 2

Learn skills that will help you work together with others and a team.

Interviewing Skills

When you are acquiring job skills, perhaps the most important skill you can learn is how to participate in a successful interview (introductions, manners, clothing, appropriate language, and follow up).

College Writing

Room 3

The ability to write well is an effective communication skill that you will use throughout your life. Learn five tips that will help you improve your academic performance in all your college classes.

Communication Skills

Room 4

Receive valuable information on how to improve your skills in speaking and listening.

Preparing for Success

Room 5

The key to fulfilling career and financial security is preparation. This workshop discusses essential concepts for seeing the financial “big picture”.

Time Management

Room 6

Learn how to use your time more effectively.

Money Management

Room 7

Learn how to manage your money wisely, learn about credit and how to make it work for you instead of against you.

Academic Success

Room 8

A unique ten-step program based upon the simple principle that academic success is not so much a question of how hard you study, but how smart you study.